

## City of Williamsburg

Facility name: Public Works and  
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 10/29/2003	EMS 10/29/2003	EMS 12/4/2007	DGC 12/4/2007

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Revision no.

### 4.6.12 Management Review Procedure

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**Persons responsible:**

**Areas of application:** Department of Public Works and Utilities Shop Complex

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**Warning!** ☒ The information in this document may be out of date and should be reviewed.

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### 1.0 PURPOSE

- 1.1 This procedure defines the methods and documents used for the City of Williamsburg upper management staff to review the results from the effectiveness of the Internal Environmental Audit and the Environmental Management System Programs.

### 2.0 SCOPE

- 2.1 This procedure is responsive to Element 4.6 Management Review, of the ISO 14001 1996 standard and covers operations of the Department of Public Works and Utilities.

### 3.0 RESPONSIBILITIES

- 3.1 The EMS Team:
- 3.1.1 Is responsible for scheduling and conducting the Management Review meetings annually.
  - 3.1.2 May schedule additional meetings, as requested, to endorse revisions to the EMS documentation due to changes in the operations at the Department of Public Works and Utilities
  - 3.1.3 Will provide the agenda, sign in sheet and meeting minutes. These documents will be distributed to the applicable City of Williamsburgs' management staff and maintained as records by the EMS Team.

### 4.0 DEFINITIONS

- 4.1 Refer to 3.0 ISO 14001 1996 Related Definitions

### 5.0 PROCEDURES

- 5.1 Management Review meetings are held annually to ensure the adequacy, effectiveness and continued suitability of the Internal Environmental Audit Program and Environmental Management System. The reviews for both programs need not be conducted at the same meeting and not all elements of the system need to be reviewed at once. The review process may take place over a period of time, as determined by the EMS Team.
- 5.2 The Management Review meeting will be scheduled and conducted by the EMS Team for the management staff or designees of the City of Williamsburg. This review meeting will be documented and attendance recorded on the sign in sheet found in Section 4.6.12-1FA of this procedure.
- 5.3 The agenda and meeting minutes will be coordinated and maintained as records by the EMS Team.
- 5.4 The management review will consider the possible need for changes to elements of the Environmental Management System. Particular consideration will be given to the environmental management system audit results, changes to circumstances and the commitment to continual improvement.

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- 5.5 The meeting agenda will also include a review of the EMS documentation such as: the policy, aspects, objectives and targets, environmental management programs (EMPs), operational controls and consider any amendments as appropriate. The City of Williamsburg management staff will assess the completeness of the EMS.
- 5.6 All relevant observations, conclusions and recommendations should be clearly documented in the meeting minutes.
- 5.7 If there is recommendation for major changes to the EMS documentation by the EMS Team as a result of any changes in operations at the Department of Public Works and Utilities, additional Management Review meetings should be held to endorse the revisions.

#### 6.0 REFERENCES/RELATED DOCUMENTS

- 6.1 Agenda, Meeting Minutes
  - 6.2 4.6.12-1FA Meeting Attendance Sign in Sheet
  - 6.3 4.6.11 Review EMS in Green Ware
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